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SECRET

8G-1

3 OCT 1988

MEMORANDUM FOR: Chief, Support Services Center
Management, Planning and Services Staff, DI

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Request for Additional Space [redacted] 25X1

REFERENCES: A. Memo for C/HCS/FMD/OL from EO/CRES/DI, dtd 2 Aug 88; Same Subject.
B. Memo for C/SSC/MPSS/DI, from D/OL, dtd 30 Aug 88; Same Subject

1. In our memorandum of 30 August 88, we advised you that the Collection Requirements and Evaluations Staff (CRES) look toward Key Building or other external Agency space to satisfy its requirement. Another alternative is now at hand. We propose that Room 3E47 in the Original Headquarters Building (OHB) be reassigned for use by CRES after the current occupants vacate it in early 1989. Currently, Room 3E47 has 10 to 12 workstations and includes a private office (see attachment). The space should be more than adequate both for the move of the three or four people articulated in your original request and for the eight CRES contractors currently housed in Room 3E58 that are being considered for a move to external Agency space. [redacted] 25X1

2. Room 3E47 should be suitable for an "as-is" move. Any requests for modifications to the assigned space can be addressed to Operations, Facilities Management Division, 3E24 OHB. We suggest that such modifications be kept to a minimum as CRES is scheduled for a backfill-related move in Autumn 1991.

[redacted] [redacted] 25X1

John M. Ray

Attachment as stated

Downgrade to CONFIDENTIAL
when separated from
attachment

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OL/FMD/HCS [redacted] (20 September 1988) 25X1

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